

School Summer Short Courses and Workshops 2008

The Bureau of Nutrition, Health and Transportation Services and Iowa State University Extension will be offering eight workshops this summer. We will start in June with two workshops devoted to school food safety. On June 16, the food safety certification course developed by the National Restaurant Association Educational Foundation and recognized by the Conference on Food Protection, ServSafe® will be offered. Participants will sit for the certification exam at the end of the day. Iowa regulations require the person in charge of a foodservice to have demonstrated knowledge of food safety principles; ServSafe® certification is one way to demonstrate this knowledge. Certificates are valid for five years. A workshop offered the next day will focus on the Process Approach to HACCP with an overview and application of the basic concepts. This workshop is an opportunity for school foodservice managers to review and evaluate their district's food safety plans. Both workshops are facilitated by food safety experts from Iowa State University. Please register for each workshop separately, and read the descriptions below for more information. We are also offering a new **Procurement Workshop** facilitated by staff from the National Foodservice Management Institute (NFSMI) July 7 – 9th. This 2 ½ day session will cover topics related to the purchasing function: development of specifications, determination of bid units, and understanding of the market. Managers and others involved in purchasing and receiving of products should attend this workshop to gain a better understanding of how to control costs and ensure quality. On July 14-15, the **Financial Management Seminar** offered for the first time last year will again be available for foodservice managers/directors, school business officials, and others involved in financial decisions, including processing of free and reduced applications. Participants will determine how to manage the costs of operating a school food service program. Participants will receive the *Cost Control Manual for School Foodservices* and receive sample financial management resources on a CD-ROM to use in their operations. July 16 is the date for the **Food Buying Guide Workshop**. Wellness policies, the school health environment, and other topics will be discussed at the **Manager's Update** on July 17, 2008. New or returning non-supervisory foodservice employees who have not attended the **School Foodservice Basics** workshop in the past are encouraged to join us on July 28th and 29th to learn about the workings of school meals programs. Those who will be undertaking new supervisory responsibilities in foodservice programs should attend the **New Managers Orientation** workshop July 30 – 31st. Note that this final workshop is offered at a discounted rate (\$100 for two days).

The following list describes the content, the intended audience, cost, timeframes, and locations. Online registration is available at <http://www.ucs.iastate.edu/mnet/schoolfoods/register.html> If you are unable to register online, please call Scheman's Registration Department at 515-294-6222. They will work with you to complete the registration process within the deadlines. If you are attempting to register after the deadlines, you might be charged a late fee.

Other registration details:

- The registration fee includes all breaks and meals, and training materials. There will be a \$15.00 processing fee retained for cancellations. If cancellation occurs less than one week prior to the class, there will be no refund but substitutes are welcome.

- Send a separate check for each class.
- Make check or money order payable to Iowa State University.
- Send check or money order to **Continuing and Distance Education, 102 Scheman Building, Iowa State University, Ames, Iowa 50011-1112, Tel: 515-294-6222**. Please call if attempting to register late. There will be no guarantee of your acceptance with a late registration, and a late fee may apply.
- Classes are subject to space availability and may be cancelled if the minimum number of registrations is not received by the deadline. If a class is cancelled due to low numbers, you will not be charged the processing fee mentioned above.

The registration deadlines are important since classes may have limited enrollment or be cancelled if not enough enroll. **Please Register Early!!** If you believe you have new staff that will be coming, please hold a space under the school name with a contact so that materials can be prepared for them.

****REGISTRATION DEADLINE FOR FOOD SAFETY WORKSHOPS IS MAY 28, 2008****

Class: Food Safety - ServSafe® Certification Course

Date: June 16, 2008

Time: Registration at 7:30 AM

Class 8:00 AM-4:00 PM; Certification Exam from 4:00 – 5:30 PM

Location: Scheman Building, Iowa State University

Cost: \$125 includes lunch, breaks and ServSafe® Coursebook and testing materials

Audience: School foodservice directors, managers and supervisors as well as staff involved in food production should attend. This course is an excellent way to become recertified if your current certification has expired. Course information is based on *Food Code 2005*.

Description:

Food Code 2005 will soon be adopted by the state of Iowa. Participants will learn about safe food practices as food flows through a foodservice. ServSafe® Course books will be sent to registered participants prior to the workshop. It is expected these are reviewed prior to the session. Participants **MUST** bring their books to the workshop as the certification exam answer form is included in the book. There will be **NO** extra books or exam forms at the workshop for those who have forgotten and the exam time can not be changed.

SNA CEU's: 6*

Minimum Class Size: 20 (class may be cancelled if less than 20 enroll).

Maximum Class Size: 40

Class: Food Safety- Process Approach to HACCP

Date: June 17, 2008

Time: Registration at 8:00 AM

Class from 8:30 AM-4:00 PM

Location: Scheman Building, Iowa State University

Cost: \$75 includes lunch, materials and break

Audience: Persons in charge of school meals program and district HACCP team members

Description: This course will review foundation knowledge about HACCP with an overview of the seven principles of HACCP and the USDA Guidelines for the Process Approach to HACCP. Registrants should have basic knowledge and understanding of food safety standards and sanitation principles. Ideally, registrants have earned ServSafe® Certification or taken the class. This course will also provide an opportunity for participants to evaluate current district food safety programs and receive technical assistance with developing a Process Approach HACCP Plan. Participants should bring their district's current food safety plans, recipes, SOPs, employee manual, and examples of monitoring forms. It is suggested that districts register all or several members of the HACCP team in this workshop.

SNA CEU's: 6*

Minimum Class Size: 25 (class may be cancelled if less than 25 enroll)

Maximum Class Size: 40

****REGISTRATION DEADLINE FOR THE PROCUREMENT WORKSHOP IS JUNE 23, 2008****

Class: Procurement Workshop

Date: July 7-9th, 2008

Time: Registration at 7:30-8:00 AM July 7th.

Class from 8:00AM-4:00 PM 7th and 8th and 8:00 – Noon on the 9th

Location: Scheman Building, Iowa State University

Cost: \$ 125 includes lunches, breaks and materials

Audience: School foodservice managers and others involved in purchasing and receiving functions

Description: This two and one-half day workshop will address issues related to obtaining food, supplies and services in your school meals system. Issues to be addressed include determining bids and developing product specifications, receiving and storing products, monitoring costs, the impact of regulations and the marketplace environment, and purchasing cooperatives.

SNA CEU's: 13*

Minimum Class Size: 20 (class may be cancelled if less than 20 enroll)

Maximum Class Size: 30

****REGISTRATION DEADLINE FOR FINANCIAL MANAGEMENT SEMINAR, FOOD BUYING GUIDE, and MANAGER UPDATES WORKSHOPS IS JULY 1, 2008****

Class: Financial Management Seminar

Date: July 14-15, 2008

Time: Registration at 8:00 AM July 14th

Class from 8:30 AM-4:00PM both days

Location: Scheman Building, Iowa State University

Cost: \$ 125 includes lunches, break and materials

Audience: School foodservice and other district staff involved in the financial aspects of the districts' school meals program, such as superintendents, business managers, or board secretaries.

Description: Participants will have an opportunity to examine financial elements of effective food service management, and an information system to organize and analyze the school's foodservice financial data. Other areas to be covered include:

- Communicating the Importance of Effective Management
- Revenue Sources by Category
- Expenditures Sources by Category
- Accountability in Financial Reporting
- Using Financial Reports to Analyze Program Efficiency
- Forecasting Revenue and Expenditures

SNA CEU's: 12*

Minimum Class Size: 20 (class may be cancelled if less than 20 enroll)

Maximum Class Size: 35

Class: Food Buying Guide Workshop

Date: July 16, 2008

Time: Registration at 8:00 AM

Class from 8:30AM-4:00 PM.

Location: Scheman Building, Iowa State University

Cost: \$75 includes break and materials

Audience: Foodservice employees from school lunch who feel they need a refresher on using the Food Buying Guide and on math skills used in their everyday jobs.

Description: Foodservice employees will learn how to calculate recipe yield, how ingredients used meet the food program requirements, how to find equivalent measures and determine how to select correct portion utensils. **Please bring the Food Buying Guide from your school if possible, and a sample of your production record, either blank or filled in.**

SNA CEU's: 6*

Minimum Class Size: 20 (class may be cancelled if less than 20 enroll)

Maximum Class Size: 40

Class: Manager's Update

Date: July 17, 2008

Time: Registration at 8:00 AM

Class from 8:30 AM-4:30 PM

Location: Scheman Building, Iowa State University

Cost: \$75 includes lunch, materials and break

Audience: All managers, especially those who have been in food service for over 3 years

Description: Manager's Update will concentrate on current issues, such as wellness policies and the school health environment. Iowa State University Extension specialists, statewide Food Service Directors, and Bureau of Nutrition staff will cover these current issues that affect the operation of your National School Lunch Program.

SNA CEU's: 6*

Minimum Class Size: 40 (class may be cancelled if less than 40 enroll)

****REGISTRATION DEADLINE FOR FOODSERVICE BASICS AND NEW MANAGER'S ORIENTATION IS JULY 16, 2008****

Class: School Food Service Basics

Date: July 28-29, 2008

Time: Registration at 8:00 AM on July 28th

Classes 8:30 AM-4:00 PM both days

Location: Scheman Building, Iowa State University

Cost: \$125 includes lunches, breaks and materials

Audience: Non-supervisory food service staff

Description: This course provides an overview of all serving requirements, offer versus serve implications, food quality and food safety issues. Efficient work practices and working as part of the food service team are also covered. New food service staff without supervisory responsibilities should attend.

SNA CEU's: 13*

Minimum Class Size: 25 (class may be cancelled if less than 25 enroll)

NOTE: It is recommended NEW managers and those new to supervision and record keeping enroll in the New Manager Orientation workshop rather than Food Service Basics; there is no need to attend both.

Class: New Manager's Orientation

Date: July 30 - 31, 2008

Time: Registration at 8:00AM on July 30.

Class 8:30-4:15 on the 30th and 8:00-4:00 on the 31st.

Location: Scheman Building, Iowa State University

Cost: \$100 includes lunches, breaks and materials

Audience: Food service managers with less than 3 years experience as managers

Description: New managers will be provided National School Lunch Program, School Breakfast Program, and snack program guidance. The current program regulations will be explained. The new manager will learn how to apply food service principles and procedures to menu planning. Production records and other necessary paperwork will be taught. Food Safety and Wellness Policies will be reviewed; for more in-depth training on implementing a HACCP Process Approach food safety system, please attend the June workshop noted above. Food based menu planning will be reviewed more thoroughly, and nutrient standard menu planning will be introduced, but not covered in depth. **Please bring your copy of the Food Buying Guide from your school, two weeks of menus, and a sample of your production record form.**

SNA CEU's: 13*

Minimum Class Size: 30 (class may be cancelled if less than 30 enroll)

*Number of anticipated CEUs; applications still pending

January 31, 2008